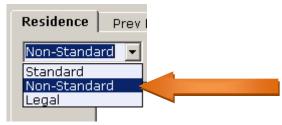


Montana Secretary of State Linda McCulloch Elections and Government Services Division

MT VOTES - Step-by-step instructions for Registering Voters without a Standard Residential Address

- 1. When entering a new voter in <u>Voter Registration</u> that does not have a standard residential address, you will follow the normal process until you reach the point where you will enter the **Residential Address**.
- 2. On the **Residence Tab**, in the first drop down, you must first **change the address type** from **Standard** to **Non-Standard**.



3. The structured address fields will be replaced by a freeform textbox, within which you can enter in any details necessary.



- 4. Manually type in the address description as accurately as possible.
 - a. I.E. Tent at fifth mile marker in Helena National Forest.
- 5. Choose the **City** from the dropdown, and then manually enter in the voter's **zip code**.
- Manually select the Precinct and Split.
 - a. If you do not know the correct precinct or split you must manually determine it outside of MT Votes.
- 7. Finish entering the voter's other non-residence address information in the other tabs.
- 8. Once all voter information has been entered, Click **Save** to store the record.